

UNIVERSITY COLLEGE GHENT – SCHOOL OF ARTS GHENT

1st examination session – 1st examination period – Academic year 2013-2014

GENERAL GUIDELINES AND INFORMATION

CHRISTMAS HOLIDAYS

from Saturday, December 21st, 2013 until Sunday, January 5th, 2014 (attention: School is closed)

EXAMINATION PERIOD

Academic programs: from Monday, January 6th, 2014 until Friday, January 17th, 2014

Professional programs: from Monday, January 6th, 2013 until Friday, January 31st, 2014

SEMESTER HOLIDAYS

Academic programs: Monday, March 3d, 2014

Professional programs: from Monday, February 3d, 2014 until Friday, February 7th, 2014 and Monday, March 3d, 2014

SECOND SEMESTER

Academic programs: start Monday, January 20th, 2014

Professional programs: start Tuesday, February 11th, 2014

ANNOUNCEMENT OF THE EXAM RESULTS

Students can consult their results through <https://ibamaflex.hogent.be>

Academic programs: on Thursday, January 23^d, 2014 as of 20h00

Professional programs: on Tuesday, February 11th, 2014 as of 20h00

FEEDBACK MOMENT

Students are requested to bring their report cards to the feedback moments.

Academic programs: on Friday, January 24th, 2014 at 18h00 at the Zwarte Zaal, Bijloke Campus

Professional programs: on Wednesday, February 12th, 2014 at 18h00 in the class rooms, Bijloke Campus

EXAM SCHEDULES

The exam schedules and personal time tables remain subject to change. It is therefore necessary to check them on a regular basis for updates. They can be consulted through:

- Kask programs: <http://schoolofartsgent.be/nl/onderwijs/kalenders-en-roosters> or directly through <http://webs.hogent.be/rrsch/examens/>

- Cons programs: cons site <http://schoolofartsgent.be/nl/onderwijs/kalenders-en-roosters> or directly through <http://webs.hogent.be/muziek/>.

You can also find these links the course 'Dienst studentenaangelegenheden School of Arts' in Chamilo (<https://chamilo.hogent.be>)

STUDY FILES

This year's study files can be consulted through: <http://ects.hogent.be>

It may be easier, however, to consult your own study files in the tab 'onderwijs en curriculum' in Chamilo (<https://chamilo.hogent.be>)

COLLECTING YOUR COURSE BOOKS / SYLLABI

Students can order their books through the tab sheet 'bestellen volgens jaarprogramma' in the application <https://cursusshop.hogent.be>

The student will receive an e-mail when they can come and collect the ordered material.

Collecting your books is possible until Friday, December 20th, 2013 before 12h00 at the bookshop/course collection point as mentioned in the confirming e-mail.

Attention: the school closes for the Christmas holidays.

The digital learning environment Chamilo holds a digital version of every course book in the tab sheet "Algemene Cursussen" in the course "Cursussen School of Arts": <https://chamilo.hogent.be>.

EXAMINATION LISTS AND CURRICULUM VERIFICATION

Each student is responsible for the accuracy of his/her curriculum. A digital signature and confirmation of the enrolment documents was therefore required in the module 'Bestanden van het studentensecretariaat' in <https://ibamaflex.hogent.be>. Students who failed to do so yet, urgently need to confirm and digitally sign these documents. Students whose names do not appear on the examination lists, must come and present themselves at the student affairs office to verify and correct this problem. The mere fact that a student has participated in educational or evaluation activities for a subject, does not imply that he/she has automatically been enrolled for this subject. Teachers cannot register examination results of students whose names do not appear on the examination lists.

PRESENCE AT THE EXAMS

Presence at the examinations is mandatory at the starting hour of the exam. Every time the student takes an exam he/she will need to sign his/her name on the examination list. Students with exemptions need not be present at the exam and need not sign their name on the list. In case of absence, the student needs to notify the student affairs office immediately. Absences will be documented in a register. Only in the case of a justified absence for a theoretical exam can we look into the possibility of rescheduling the exam. To this end, the student needs to procure and hand in the correct form through patrick.dombrecht@hogent.be or collect this and hand in the form personally with him at the student affairs office. This form must be accompanied by a valid certificate for your absence. Assignments must be presented or handed in at the appropriate times. If the student is hindered from handing in an assignment, he/she must delegate handing the assignment to another person (relative, friend ...).

ABIDING THE EXAMINATION CODE

Examinators and students must strictly abide the examination code as planned in the examination schedule. Student must take the exams with the group and year for which they were enrolled. In case of a name order or sequence, the order/sequence must be followed. Switching times/names is not allowed. All changes or exceptions must be registered through the student affairs office. None may arrange things at his/her own initiative.

STUDENTS ENROLLED FOR SUBJECT FROM DIFFERENT YEARS

These students must also strictly follow their customized examination schedule for their program/graduating option. In case of overlap between oral & written exams, the written exam can possibly be taken in another group. Changes and deviations from the examination scheduled must be registered through the student affairs office and not through the teacher. These changes/exceptions/deviations can be formally applied for before the examination period by sending an e-mail to roger.roelens@hogent.be (visual, audiovisual, drama, interior design, landscape & garden) or caroline.duprez@hogent.be (music).

EXAMINATION AFFAIRS

Are monitored by Patrick Dombrecht at the student affairs office at the Bijloke Campus.

Phone: 09 266.08.90 or patrick.dombrecht@hogent.be

Students in music may also directly get in touch with Caroline Duprez in the same offices.

Phone: 09 267.01.87 or caroline.duprez@hogent.be

In case of absence

Roger Roelens: 09 266.08.087 or roger.roelens@hogent.be

CURRICULUM MANAGEMENT AND STUDY COUNSELORS

free general phone number during office hours : 0800/93.243

Curriculum Management

- Interior Design: Femke Neels tel. 09/267.01.83 femke.neels@hogent.be Bijlokecampus lok.P1.013
- Landscape & Garden Architecture: Karen Van Petegem tel. 09/267.01.82 karen.vanpetegem@hogent.be lok.P1.011
- Landscape Development: Karen Van Petegem tel. 09/267.01.82 karen.vanpetegem@hogent.be Bijloke lok.P1.011
- Drama: Pascal Desimpelaere tel. 09/267.01.67 pascal.desimpelaere@hogent.be Bijlokecampus lok.P1.023
- Audiovisual Arts: Femke Neels tel. 09/267.01.83 femke.neels@hogent.be Bijlokecampus lok.P1.013
- Photography: Pascal Desimpelaere tel. 09/267.01.67 pascal.desimpelaere@hogent.be Bijlokecampus lok.P1.023
- Graphic Design: Femke Neels tel. 09/267.01.83 femke.neels@hogent.be Bijlokecampus lok.P1.013
- Fashion: Femke Neels tel. 09/267.01.83 femke.neels@hogent.be Bijlokecampus lok.P1.013
- Textiles Design: Femke Neels tel. 09/267.01.83 femke.neels@hogent.be Bijlokecampus lok.P1.013
- Multimedia Design: Femke Neels tel. 09/267.01.83 femke.neels@hogent.be Bijlokecampus lok.P1.013
- Fine Arts: Pascal Desimpelaere tel. 09/267.01.67 pascal.desimpelaere@hogent.be Bijlokecampus lok.P1.023
- Music: Karen Van Petegem tel. 09/267.01.82 karen.vanpetegem@hogent.be Bijloke lok.P1.011

Study Counseling

- Interior Design: Femke Neels tel. 09/267.01.83 femke.neels@hogent.be Bijlokecampus lok.P1.013
- Landscape and Garden Architecture: Eveline Steenhout tel. 09/266.08.16 eveline.steenhout@hogent.be lok.P1.013
- Landscape Development: Eveline Steenhout tel. 09/266.08.16 eveline.steenhout@hogent.be Bijlokecampus lok.P1.013
- Drama: Pascal Desimpelaere tel. 09/267.01.67 pascal.desimpelaere@hogent.be Bijlokecampus lok.P1.023
- Audiovisual Arts: Femke Neels tel. 09/267.01.83 femke.neels@hogent.be Bijlokecampus lok.P1.013
- Visual Arts: Eveline Steenhout tel. 09/266.08.16 eveline.steenhout@hogent.be Bijlokecampus lok.P1.013
- Music: Karen Van Petegem tel. 09/267.01.82 karen.vanpetegem@hogent.be Bijloke lok.P1.011

MEDIATOR

Marc.demoor@hogent.be – 0475.49.57.51

EXAMINATION CODE

Can be consulted on <http://webs.hogent.be/rrsch/examens/reglementering>